

Instructions for SMAA Claiming Unit Participant Universe

- 1) LEC/LGA
Complete the name of the LEC or LGA.
- 2) Invoice Number
Complete the fiscal year and quarter to be claimed.
- 3) Name of Claiming Unit
Complete the name of the specific claiming unit.
- 4) Number of Staff
Complete the number of staff that will claim in the quarter.
- 5) County District School (CDS) Code
Complete the specific CDS code for the specific Local Education Agency (LEA).
- 6) LEC/LGA Contract Number
Complete the LEC/LGA contract number.
- 7) Claiming Unit Address
Complete the address for the claiming unit.
- 8) LEA Coordinator
Complete the name of the LEA coordinator.
- 9) Telephone
Complete the telephone number for the LEA coordinator.
- 10) Email
Complete the email address for the LEA coordinator.
- 11) Audit File Location
Complete the specific location (address) of the LEA audit file.
- 12) Staff job Classifications
List all of the job classifications to be included in the Time Survey universe regardless if they will actually time survey during the specific time survey period.
- 13) Number of Staff
Complete the number of staff to be included in the participant universe.
- 14) Activity Codes
List the specific activity codes that may be claimed by the specific job classification. Also complete the Description of Activity Code form for each activity code listed for that specific classification. For classifications that perform MAA activity codes not generally associated with that particular classification (i.e. general education teachers performing code 6, 10 or 12) please complete the Supplemental Description of Activity Code Duties sheet.